



## Job Description

**Job Title:** Quality Tech  
**Shift:** Four 9 hour M-Th day shifts, One 4 hour Friday shift  
**Department:** Quality  
**Reports To:** Quality Manager  
**FLSA Status:** Hourly, Non-Exempt  
**Revision Date:** January 2020

### Summary

With a perspective of performance excellence, this position supports production primarily for our Essex facility with occasional support at our Winooski location. This is accomplished through line, batch, and component audits, capturing data, co-creating manufacturing processes, and other daily activities including defect documentation, recovery, and disposition. Ability to use common sense and applying good judgement while working with Line Leads to properly and confidently communicate concerns is necessary in this position.

### Essential Responsibilities

- Optimize performance through material and production inspections/audits that focus on aspects which are critical to customer quality.
- Continuously seek clarity for understanding of measurable customer quality.
- Conscientiously document defect recovery and disposition.
- Identify improvements through a willingness to test assumptions relative to safety, quality, productivity, delivery, and cost.
- Review and interpret product specifications including making suggestions for improvement and clarity as well as pre-check all specs before production.
- Gathering details and information, meanwhile referring to SOP's, and working with others to identify root causes and problem solve.
- Develop and set standards for the production line and review and update as necessary.
- Assist all other departments with training and development as required.
- Reliable transportation is necessary as sometimes travel between the two facilities is required.
- Support and help implement continuous process improvements.
- Support and adhere to Twincraft's values and credo.
- Perform other duties as assigned.

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### **Education and Experience**

College degree is not required but hands on experience is preferred. Proficiency with process measurement and improvement as well as inspection skills are required.

### **Personal Characteristics**

- Attention to detail
- Ability to use common sense and apply good judgement
- Excellent problem solving capabilities
- Adaptable and flexible
- Team player

### **To Apply:**

Please submit a resume or online application to [jobs@twincraft.com](mailto:jobs@twincraft.com) or come to our 2 Tigan Street Winooski location Monday-Friday, 8am-4:30pm to fill out an application onsite.